



- E700 Package Services
- E710 Basic Standards for All Package Services

E713 Media Mail

Summary E713 describes the eligibility standards for single-piece and presorted Media Mail.

1.0 RATE ELIGIBILITY

Media Mail is Package Services matter that meets the standards in [E710](#) and those below. Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. Single-Piece Rate. The single-piece rate applies to Media Mail not mailed at a 5-digit or BMC rate.
- b. 5-Digit Rate. The 5-digit rate applies to a mailing of at least 500 pieces of Media Mail that meets the other requirements of [3.0](#) and that is prepared and presorted to 5-digit ZIP Codes as specified in [M730](#) or [M041](#) and [M045](#).
- c. BMC Rate. The BMC rate applies to a mailing of at least 500 pieces of Media Mail that meets the other requirements of [3.0](#) and that is prepared and presorted to bulk mail centers as specified in [M730](#) or [M041](#) and [M045](#).
- d. Barcoded Discount. The barcoded discount applies to machinable parcels ([C050](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must be entered either at single-piece rates or BMC rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [C850](#). The barcoded discount is not available for pieces mailed at 5-digit rates.

2.0 QUALIFICATION

Qualified Items Only these items may be mailed at the Media Mail rates:

- 2.1
 - a. Books, including books issued to supplement other books of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
 - b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail rate.
 - c. Printed music, whether in bound or sheet form.
 - d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
 - e. Sound recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
 - f. Playscripts and manuscripts for books, periodicals, and music.



- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

Loose Enclosures

2.2

In addition to the enclosures and additions listed in [E610](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.

Enclosures in Books

2.3

Enclosures in books mailed at Media Mail rates are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.3b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.3a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under [2.3a](#) or [2.3b](#).

3.0 PRESORTED MEDIA MAIL**Basic Information**

3.1

The Presorted Media Mail rates apply to Media Mail rate matter mailed in minimum quantities at a place and time designated by the postmaster, subject to the preparation standards in [M730](#). The size and content of each piece in the mailing does not need to be identical. Nonidentical pieces may be merged, sorted together, and presented as a single mailing either with postage paid with a permit imprint if authorized by the RCSC serving the post office of mailing, or with the correct postage affixed to each piece in the mailing.

Mailing Fee

3.2

A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Media Mail rates. The fee



may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

One Presort Level

3.3

A Presorted Media Mail rate mailing receives only one level of presort rate. However, the mailer may prepare two separate mailings in order to use both levels of presort rates and claim them on the same postage statement. Pieces that do not qualify for a presort rate must be presented separately from any presorted rate mailings, but may be claimed on the same postage statement as a 5-digit rate and BMC rate mailing.

Definitions

3.4

For this standard:

- a. *Full sack* means either at least eight pieces or a quantity of pieces weighing from 20 to 70 pounds.
- b. *Substantially full sack* means either at least four pieces or a quantity of pieces weighing from 20 to 70 pounds.

5-Digit Rate

3.5

To qualify for the 5-digit rate, a piece must be in a mailing of at least 500 pieces prepared and sorted either to full 5-digit sacks under [M730](#) or to 5-digit pallets under [M045](#). These conditions also apply:

- a. Mailings of at least 500 nonmachinable outside parcels may qualify for the 5-digit rate if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office. The postmaster may require 24-hour notice before the mailing is presented.
- b. Mailings prepared as palletized packages must consist of 5-digit packages, each containing at least eight pieces or weighing 20 pounds, whichever occurs first. No package may exceed 40 pounds. If there are more than 20 pounds of mail to a 5-digit destination, the mailer must prepare the minimum number of packages that weigh from 20 to 40 pounds each.

BMC Rate

3.6

To qualify for the BMC rate, a piece must be in a mailing of at least 500 pieces prepared and sorted either to full or substantially full BMC sacks under [M730](#) or to BMC pallets under [M045](#). These conditions also apply:

- a. Mailings of at least 500 nonmachinable outside parcels may qualify for the BMC rate if prepared to preserve sortation by BMC as prescribed by the postmaster of the mailing office. The postmaster may require 24-hour notice before the mailing is presented.
- b. Mailings prepared as palletized packages must consist of BMC packages, each containing at least eight pieces or weighing 20 pounds, whichever comes first. No package may exceed 40 pounds. If there are more than 20 pounds of mail to a BMC destination, the mailer must prepare the minimum number of packages that weigh from 20 to 40 pounds each.

